



Neighborhood Matching Fund 2023 Guidelines and Application



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City of Everett Neighborhood Matching Fund 2023 Guidelines

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Instructions:

1. Choose a matching fund committee or coordinator. If you have a committee, designate a point-of-contact to complete the application.
2. Review the 2023 **Neighborhood Matching Fund Guidelines**.
3. Meet with your neighborhood to discuss potential projects.
4. Each neighborhood association may apply for up to \$1,000 in matching fund opportunities.
5. Choose your project(s). IF you have questions about their feasibility, please contact Nichole Webber nwebber@everettwa.gov, 425-257-7119.
6. Please remember, if your project involves other City departments, contact them before applying to get their input and coordinate next steps (Nichole and Lisa can help you connect).
7. Applicants must complete the online form to receive reimbursement checks.
8. Matching documentation and ALL receipts will be required for all reimbursement requests.
9. Projects must be completed by December 7, 2023.
10. **Final reimbursement requests and all match documentation must be received by December 11, 2023**
11. Printed packet for the application can be provided upon request.

About the Neighborhood Matching Fund:

Everett communities that want to foster a greater sense of community can collaborate with their neighborhood association to apply for City funds to enhance their neighborhoods through community projects and match City funds with community contributions.

The Neighborhood Matching Fund is a resource provided by the City of Everett to support local grassroots action to build stronger community . The fund enables groups to complete projects that address community need and engagement.

Eligibility & requirements:

- Everett neighborhood associations may apply for up to \$1,000 in matching funds annually for eligible projects.
- Projects must provide a public benefit and be open to the public.
- Neighborhoods must have open membership and actively seek involvement from area residents and/or businesses throughout project planning and implementation.
- Neighborhood associations must match City funds, with equal or greater value in volunteer hours and/or donations for each project.
- If food is to be provided (via City funds) at an event or work party, the event and availability of the food must appear in public notice such as the newsletter.

Ineligible projects, spending and participants:

The Neighborhood Matching Fund uses public funds and are therefore subject to limitations. Some examples of these limitations include:

- Public funds cannot be used for private gain, prizes or gifts.
- Projects cannot duplicate an existing private or public program.
- Funds cannot be used to improve private property unless it is in use as a public space such as a community garden or park.
- Funds cannot be “donated” to another group or non-profit organization.
- Funds cannot provide ongoing services such as ongoing operating budgets.
- Projects cannot conflict with existing City policy.
- City funds cannot be used to purchase insurance.

Application review and approval process:

Applications are reviewed and approved by City staff. If approved, the applicant will receive an email confirmation. If approved, your project award will be contingent upon conditions to comply with requirements and policies. If awarded, read conditions carefully so that you meet all project requirements.

You may not begin to incur project costs or spend matching funds until you have received an award confirmation.

Receiving Neighborhood Matching Funds:

Neighborhood groups are not given funds directly. Neighborhood Associations or individuals may purchase pre-approved items for the project(s) and submit receipts *along with match documentation* for reimbursement to the Neighborhood Association’s treasurer or lead mini grant volunteer.

Match requirements:

Neighborhoods must match awarded City funds with an equal or greater value in community contributions. A match consists of donated services, goods, cash, or volunteer labor and must directly contribute to the scope of each project.

Match documentation must be submitted to the office by December 11, 2023 when all reimbursement forms are due.

- The total value of the match for *each project* must equal or exceed the dollar amount awarded to the project.
- Applicant must be prepared to justify that each element of the match, in the amount proposed,

is required to complete the proposed project.

Accurately documenting match for each project is required:

- [Volunteer documentation](#) is required to include the following information: date of project or task/activity, names of each volunteer, and hours each volunteer worked. Sign-in sheets should have original handwriting from each volunteer.
- Donors must provide documentation of the value and quantity of any donated material, supplies or equipment to be considered match.
- Donated professional services must document the hourly value of their services on professional letterhead.
- Document cash donations with written receipts from the neighborhood.

Types of match:

Professional Services - Donated professional services can be used if the services are necessary to the project and valued in proportion to the needs of the project. Match will equal the value of donated professional services at their customary rates.

Donated materials or supplies - Materials, supplies or borrowed equipment can be considered as part of the match and will be valued at their retail price or standard rental fee. Match will equal the value of the donated material, supplies or equipment.

Cash- Cash donations may be secured with a written pledge signed by the donor rather than collecting cash up front. Include cash pledge documentation in your application. All cash donations should be documented with written receipts from the neighborhood.

Neighborhoods planning to fund raise for projects must submit a detailed fundraising plan with the application that includes the following information: Specific fundraising activities, date, time, location, fundraising projections, list of other funding sources.

Other eligible match activities:

Eligible match activities may start after the Office of Neighborhoods awards your project.

- Up to 10 hours for a value of \$300 for the time spent preparing your application.
- If your project is discussed at a regular neighborhood association meeting *after* grant approval, the time can count toward match.
- Funds from other City of Everett sources, including staff time, cannot be counted as match. Funds from the Transit Department that are federal in origin or from the Cultural Commission may be included in match.

Designing a Project & Examples:

Steps in designing a project:

1. Select a project that builds neighborhood support.

Choose a project that will generate as much community support as possible and addresses a known problem or concern or improves the neighborhood. Talk about the project with neighbors and organizations. Support is crucial to the success of your project. Plan for community participation before you develop your plan and application.

2. Gain site control and City advice.

If your project involves use of or changes to property that the neighborhood does not own, you must

receive written permission from the property owner. Obtain advice and applicable permitting information from City staff. Neighborhood should also discuss potential volunteer activities and project elements with affected property owners for input.

3. Develop the project's scope.

Begin your work plan with simple goals and objectives and list the activities needed and steps involved to accomplish your goals. Some initial research may be needed at this stage. Consult neighborhood groups and residents to learn from those with prior experience.

4. Determine resources needed.

Resources needed may include expertise, equipment, supplies, postage, volunteers and services. You may also need liability insurance, permits, maps and technical studies, fiscal sponsor fees, construction management, contractors and competitive bids.

5. Research regulations.

Many projects need permits, insurance, or design review before proceeding. Once you receive information from property owners, find out what regulations and permits may apply to your project.

6. Develop a project budget.

After you list needed resources, you will need to estimate costs in order to do a budget. To ensure greater accuracy in your budget, get cost estimates for each budget item from more than one reliable source. If you expect a City department to participate in your project by providing a service, be aware that there may be costs associated with that service.

7. Determine the match and prepare match pledge sheets.

The best way to start thinking about match is to list all the resources needed to complete the project and then identify which items can be found in the neighborhood. See "Match Requirements" for more information.

8. Create a timeline.

Starting with your projected completion date and working backward to the application due date (March 7, 2023), map out when tasks need to be completed. Allow adequate time to publicize community participation events.

9. Complete and submit your Neighborhood Matching Fund Application.

Project examples:

Park and Open Space Projects: Master planning, park design, community garden, interpretive signs, plantings, sensitive area maintenance, natural habitat restoration, artwork in parks, equipment.

Street Projects- Plantings, safety improvements, bus shelter improvements, artwork, gateway treatments.

Events - Street fair, historic tour, public space cleanup/work parties, book or clothing exchange, awards ceremony, neighborhood social or picnic, parade, National Night Out event.

Communication - Neighborhood brochure, neighborhood calendar, disaster preparedness, Block Watch programs, info kiosk, a-board signs to announce meetings.

Other tips for a successful application and project:

- Clearly describe the public benefit from your proposal. Your application should clearly show how your project is “building community.”
- Consider maintenance for capital improvement projects. Examples include caring for plants, watering, weeding, fixing vandalism, etc. Capital projects require a written maintenance plan agreement developed between the community and property owner. If a project results in increased maintenance costs, your organization and the property owner should decide how those costs will be covered.
- Projects considered to have risk may be required to purchase Commercial General Liability insurance to limit the liability of the neighborhood and the City. City funds cannot be used to purchase additional insurance. The City also requires volunteers to sign a hold harmless agreement for projects considered to have risk.
- The City requires the use of licensed and trained contractors to operate mechanized equipment such as tractors, ditch witches, mowers, posthole diggers, augers, etc. City funds cannot be used to rent equipment operated by volunteers.
- Projects that involve contracting or consulting services require a minimum of two written estimates. The City encourages opening the bid opportunity. Small projects should also have at least two written estimates to compare price and service.
- All construction projects must include a contingency allowance in their budgets equaling 15% of all capital expenditures to account for unexpected problems and costs. Cost overruns are not eligible for City funds.
- Neighborhoods are not required to have 501(c)3 status to receive city funding. However, this provides recognition as a private, nonprofit charitable organization by the IRS and donors can claim tax benefit for their donations to your project and allows foundations to make gifts to the association.
- Late applications will not be accepted, unless by prior written approval for an extension.

Project Work Plan

Get Started - complete a project work plan and budget (this documentation is not required)

Project name:

Project location:

Project start date:

Project end date:

Project Contact:

Phone:

Email:

Briefly describe your project, include steps and activities:

Describe how the neighborhood will match City funds for this project:

List any City departments, City Staff, and City documents required for this project:

Materials, items, etc. requested (add additional pages if needed):

List components for your project that require City funds:

COST
\$

\$

\$

Total request for City funds:

(A) \$

Project Match:

List projected volunteer hours and donations. Volunteer hours are valued at.

VALUE
\$

\$

\$

Total project match:

(B) \$

Total Project Cost:

(C) \$